

MEMO TO: Airport Advisory Board Members

April 17, 2009

FROM: Duane Ellis

SUBJECT: Airport Advisory Board Meeting Minutes – April 9, 2009

An Airport Advisory Board meeting was held at the airport terminal building on April 9, 2009. Chairperson, Allen Bryan, called the meeting to order at 5:35 p.m. Present at the meeting were: Jerry Elliot, Joe Rivard, Mike Verleger, Mark Marshall, Al Bryan, Duane Ellis, and John Benzinger. The minutes of the meeting of March 13, 2009, were approved as amended. Changes were made in the description of the PAPI approach to Runway 9/27. The minutes were modified to identify the west approaches the 27 approaches and the east approach was changed to identify it as the 9 approach.

John handed out his March Manager's Report. Included in the report were the final costs for the 2009 snow removal season at the airport. Also John presented various terminal area improvement projects, for which he has been obtaining cost estimates and design options. The landscaping options were reviewed by the board members, and general guidance was given to John in order to prepare for a final bid for this work. The board members recommended proceeding with the brick pavers, and using a rectangular design for the outdoor patio area.

John reported that John Keller has been authorized to replace the roof at the City's hangar east of the terminal building, which is used by Gateway Air Services. This work is anticipated to be completed during the month of April.

John reported that an airport open house has been planned for May 21st from 10:00 a.m. to 2:00 p.m. Ribbon cutting in honor of the terminal building is planned for May 19th at 6:00 p.m. Some discussion was held concerning John's desire to have the landscaping completed prior to the official open house, so the date is subject to change.

John presented the cost estimates that he's received for the landscaping and other improvements of the terminal area. The preliminary landscaping quotes that were received varied in cost from \$7,000 to \$13,000. Reconstruction of the automobile parking lot was quoted at slightly over \$18,000. Construction of a new sign to match the standard City signs that are located throughout the community would cost approximately \$1,150. In discussing all of these options, it was the Airport Board's opinion that the landscaping and signage portion of the work should proceed, but reconstruction of the parking lot should be placed on hold for this construction season.

Land Purchase Environmental Assessment

A brief discussion was held concerning the current status of this project. The MDOT Bureau of Aeronautics is developing a final Scope of Work and plans to present a contract to the City in the near future. The purchase of the land will be delayed until 2010 because of the requirement to complete an environmental assessment prior to purchasing the property.

The meeting was adjourned at approximately 7:00 p.m.

The next regularly scheduled meeting of the Airport Advisory Board is planned for May 14, 2009, beginning at 5:30 p.m., at the airport terminal building.

DFE/jac
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